



The Quilt Association
Y Gymdeithas Gwiltau



Trustee Role Description

Purpose of the Role

Trustees are responsible for the overall governance, strategic direction, and financial sustainability of The Quilt Association which is both a charity and a Company limited by Guarantee. Working collectively as a Board, Trustees ensure the organisation fulfils its charitable aims, complies with legal and regulatory requirements, and continues to develop as a nationally significant centre for quilting and textile heritage and arts.

Key Responsibilities

As a trustee, you will:

- Contribute to the development and oversight of organisational strategy
- Ensure the organisation operates in line with its charitable objectives and governing documents, including risk management and compliance with relevant regulations
- Safeguard the long-term sustainability of the organisation, including financial stability
- Oversee the care, conservation, and accessibility of the quilt collection
- Promote the organisation and act as an ambassador
- Contribute your specific skills and expertise to board discussions and decisions

Additional Responsibilities (depending on expertise)

We are looking to build on the skills of our current board and are seeking trustees who can take a lead role in one of the following areas:

- **Treasurer** - Oversight of financial planning, budgeting, reporting, and controls; supporting the board in understanding financial performance
- **Human Resources** - Advising on people management, policies, volunteer engagement, and organisational culture
- **IT / Digital** - Supporting digital infrastructure, data management, systems, and opportunities for digital engagement
- **Textile Conservation** - Providing expertise in the care, preservation, and documentation of heritage textiles
- **Marketing and Communications** - Supporting audience development, promotion of exhibitions and events, and strengthening the organisation's profile
- **Property / Facilities Management** - Advising on the maintenance, development, and effective use of Minerva Arts Centre
- **Arts, Culture and Heritage Sector Experience** - Bringing insight, networks and strategic understanding of the wider cultural landscape

Commitment

- Board meetings: typically monthly in person in Llanidloes during the day or early evening. We are very open to shifting this structure for the right people.
- Preparation time for meetings
- Occasional involvement in sub-committees or specific projects.
- Attendance at key events where possible
- Trustees are appointed for a term of 2 years, with the possibility of reappointment

Person Specification

We are looking for individuals who are committed to the aims of The Quilt Association and who can contribute to the effective governance of the organisation.

Essential Qualities and Experience

- Willingness to devote the necessary time and effort
- Ability to think strategically and make sound judgements
- Good communication and interpersonal skills
- Ability to work collaboratively as part of a board
- Integrity and a clear understanding of (or willingness to learn) trustee responsibilities

Diversity and Inclusion

We welcome applications from individuals from a wide range of backgrounds and are keen to improve the diversity of our Board. We particularly encourage applications from people who bring new perspectives, lived experience, or connections to underrepresented communities.

Previous trustee experience is not essential—we will provide induction and support.

What you will receive

Trustees are volunteers who give up their time and skills to further the aims of The Quilt Association. However, we don't want anyone to be out of pocket, so will pay expenses related to carrying out your duties (travel, childcare, sustenance etc) and will work with you to understand what professional development would be useful to you individually, and as a valued member of the board.